

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Payroll Specialist
Position #:	051-220-1311-060
Salary Range:	\$2602-\$4067
Issue Date:	January 23, 2009
Contact:	Ann Mitchell (916) 323-2539
Location:	Personnel/Payroll Services Division 300 Capitol Mall Sacramento, CA 95814
Final Filing Date:	(Statewide) Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

Under close/general supervision of a Payroll Operations Supervisor, is responsible for auditing and processing payroll documentation in compliance with established State and Federal laws, rules, policies, procedures and collective bargaining contract provisions. This is the trainee through advanced journey level of the Payroll Specialist series. Incumbents are assigned progressively more complex and difficult duties as they gain experience and training. Specific duties include but will not be limited to the following:

Duties and Responsibilities:

- Audits and processes a wide variety of payroll transactions necessary to update files and histories and generate daily payrolls and supplemental master payrolls. Staff involvement includes; processing payroll transactions, transfers of funds between appropriations, establishing accounts receivable, etc.
- Utilizes PC software and respective applications to create payroll transaction and to research references on the LAN and the Internet. Determines and selects the correct payroll application, maintains specific files, updates and deletes files as necessary, uploads files to the mainframe and requests specific files be extracted for overnight processing. Experienced staff may provide functional guidance to trainees.
- Audits, researches and resolves computer generated error messages regarding retirement/adjustments and position actions. Resolution of messages frequently requires abstracting and analyzing detailed information and determining correct computations.
- May act as a payroll telephone liaison to state departments by responding to a variety of inquiries. Researches and resolves inquiries and problems regarding payroll documentation and procedures. May provide instruction regarding corrective action as a result of the audit process.

Desirable Qualifications:

- Ability to follow directions.
- Excellent customer service and interpersonal skills.
- Punctual and dependable.
- Flexible; ability to adjust to priority changes and meet deadlines.
- Ability to apply State and Federal laws, rules, policies, procedures and Collective bargaining contracts.
- Possess PC skills, including Word and Excel.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Personnel/Payroll Services Division
ATTN: Ann Mitchell
300 Capitol Mall, 9th Floor
Sacramento, CA 95814